

DD/A Registry

File *Training*

79-0694

79-3547

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Don I. Wortman
Deputy Director for Administration

SUBJECT: Request to Address the Senior Seminar

STAT

1. Action Requested: It is recommended that you agree to address the Senior Seminar on either 28 or 29 March 1979 from 1900 to 2100 [redacted]

2. Background: The Senior Seminar consists of 20 members selected from each of the major components within the Agency, and the grade level for this nine-week course is GS-15 and 16. You will be meeting with the participants during the first block of the Seminar which focuses on the senior officer as manager as well as salient personnel and employee issues. The week will also be devoted to discussions on human relations and management skills. We would appreciate your spending this time with us especially as it relates directly to your assistance in the management of the Agency and the Intelligence Community on a day-to-day basis.

3. Recommendation: Your agreement to participate in the Senior Seminar.

STAT

[redacted]
Don I. Wortman

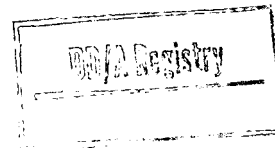
 I will be able to meet with the Seminar from 1900 to 2100 on 28 March 1979.

 I will be able to meet with the Seminar from 1900 to 2100 on 29 March 1979.

 I will be able to meet with the class, but prefer a different time: _____

DATE: 3-2-79

DCI advised. Cancel DDCL request



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AT

ORIGINATOR

Harry E. Fitzwater
Director of Training

DATE: 23 FEB 1979

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AVAILABLE